VALMONT BIKE PARK
EVENT USE GUIDE

Section 1 – General Information

Section 2 – Application Review Process

Section 3 – Application Requirements

Section 4 – Regulations

Section 5 – Forms and Appendices

DRAFT V

3198 N Broadway, Boulder, CO 80304
Phone: (303) 413-7226
Fax: (303) 413-7201
Email: valmontbikepark@bouldercolorado.gov

Section 1 – GENERAL INFORMATION

This Event Use Guide is specific to Valmont Bike Park located at 3160 Airport Rd., Boulder, CO 80301. Valmont Bike Park is managed and maintained by the City of Boulder Parks and Recreation Department and all program use and event fees help to offset bike park operations and maintenance costs. The following information has been developed to guide you through the event permit process and to inform you of the necessary requirements for hosting and managing a successful event.

This Use Guide has been developed for a wide variety of event types and elements. Your application and documentation will respond to and include elements that relate to your specific event request.

Welcome to Valmont Bike Park

Valmont Bike Park (VBP) is a 42-acre natural-surface cycling facility with a "skill progression" design that serves all ages, abilities and riding styles. This design allows riders to improve their riding skills as they work their way up to advanced-level single track, slopestyle, dirt jumps and cyclo-cross elements throughout the park.

VBP offers miles of trails and dozens of features for several off-road cycling disciplines. This unique bike park was designed for day-to-day recreational use, program use and as a venue for races and events.

Events at Valmont Bike Park

The City of Boulder provides for a variety of events at parks and recreation areas that contribute to the individual, social, economic and environmental health and well-being of our community. The Parks and Recreation Department is committed to permitting events within the context of its missions and goals according to the Boulder Revised Code 8-3-14, Permits for Organized Events (http://www.colocode.com/boulder2/). Event examples include, but are not limited to, festivals, parades, runs/walks, cycling races and other planned group use activities.

As an event applicant, it is your responsibility to accurately assess and document the activities, environment, anticipated attendees and all components of your proposed event in order to implement successful management strategies that ensure the safety of all park guests, citizens and the surrounding environment.

By applying for an event permit, you and your representatives agree you have the sole responsibility at all times to be knowledgeable about, fully understand, and meet or exceed all local, state and federal codes, laws, policies, and regulations associated with the proposed event and its related activities including, but not limited to, the provisions of the City of Boulder Special Event Permit Regulations, the event application, application procedures, and all city documents, permits, requirements and/or correspondence. You and your representatives also agree to inspect all areas within the event location, route and immediate surrounding areas for hazards and take any reasonably necessary actions to protect event participants and attendees until corrective/remedial measures are implemented.

Application Submittal Deadlines

Event applications must be submitted no later than sixty (60) days prior to the actual date of your event (or 90 days if alcohol is served) and event date deposit requests may be submitted as early as one (1) year prior to the event date.

Event Applications Must be Complete

It is the responsibility of the applicant to read and follow all of the requirements in this Event Use Guide BEFORE submitting an event application. As the applicant, you are responsible for obtaining all permits, authorization and/or exemptions required by other agencies with jurisdiction for any element of the event.

For an event application to be considered complete, the applicant must submit the minimum information and documentation necessary so that the activity can be understood and assessed by City of Boulder Staff. Please use the Event Guide and Events Checklist to prepare a complete application and include all required attachments before submittal.

If you have any questions please feel free to email the Park Manager at valmontbikepark@bouldercolorado.gov for assistance.

Application Fee Required for first time events only

An event application fee of $100 must be submitted with your first event application in order for the event request to be considered complete and to begin the permit review process. If your event is new, you may also reserve your date using the Event Date Deposit Form (APPENDIX A) or your event date will be reserved at the time the event application, fee and damage deposit is received.

Payment of the application fee does not guarantee that your event application is complete nor does it guarantee that any or all aspects of the application will be approved. The application fee is non-refundable.

Approved Event Permit

Approved and permitted events may be authorized or required to submit written amendments to the initial event application due to unique or changing circumstances related to the event. Any amendments to an event application must be submitted to and approved by the Park Manger.

An approved event permit issued by the Park Manager is valid only for the event location(s), route(s) and activities submitted in the event application, site plan, route map and supporting documents and/or amendments made to the application during the review process. The Park Manager may place conditions or limitations for event location(s), route(s) and/or activities requested in the event application. Failure to comply with the terms and conditions of the permit, additional requirements of City of Boulder, or requirements established in the Event Use Guide at any time may result in the immediate cancellation of the event, denial of future event applications and/or the forfeiture of the performance deposit.

Event Cancellation

If the applicant cancels, postpones, delays or reschedules the proposed event date or any permitted elements of the event, the Park Manager must be notified in advance by phone and in writing.

<u>If the Park Manager or designee cancels the event</u>:

- Fees may be refunded to applicant and the City will make best efforts to reschedule event

<u>If the applicant cancels</u>:

- within 29 days of the event it results in forfeiture of 100% of the deposit and fees.
- within 30+ days from the event it results in forfeiture of 50% of the deposit and fees.

Event Performance / Damage Deposit

A performance deposit is required for all event applications and refundable if all of the permit requirements are completed successfully, including, but not limited to, site clean up and payment of final invoice or damages. This deposit is also to secure the requested event date and is required for your event request to be considered complete.

Number of Spectators and Participants	Deposit Amount
0-299	$500
300-999	$1,500
1000-1999	$2,500
2000+	$3,500

Note: The specific deposit amount is determined by the event impact and may be subject to change after full review of the application and supporting documents.

Event Use Fees

Based on the permit review process, your event may incur the following types of use fees:

Exclusive Use of Bike Park Areas	Daily Fee
Entire Bike Park, Plaza, Parking Lots	$7,500
West Parking Lot	$500
South Parking Lot	$800
Park Plaza	$750
Slopestyle (SS) Course	$600
Dual Slalom (DS) Course	$600
DS Start Gate	$300
Lg Pump Track	$500
Sm Pump Track	$500
Lg Dirt Jump Course	$600
Glades Mtb Course	$600
CorkScrew Course	$600
2+ mile Course	$1,500 minimum 20% of income
Fees for onsite staff	$35/hour minimum 3 hours

Note: The specific event fee is determined by the event impact and may be subject to change after full review of the application and supporting documents.

Valmont Bike Park Contact Information:

Park Manager
3198 Broadway
Boulder, CO 80304
303-413-7226
valmontbikepark@bouldercolorado.gov

Section 2 – Application Review Process

The Valmont Bike Park event permit process is managed by the Park Manager, with participation from the City of Boulder Special Events Team including representatives from various City departments, divisions, and programs, along with other public agencies that may be affected by or have regulatory authority related to elements found in the proposed event application.

The permit process begins when the applicant submits a complete event application to the Park Manager. All attachments, supporting documentation, fees and deposits should be submitted with the original application. Acceptance of the event application or the initiation of the review process does not imply the event application is complete, nor should submission of an event application be construed as final approval of your event request.

The Park Manager will notify the applicant upon receipt of the application and of any issues that may arise during the review process and/or any request for additional items needed for the approval process. In most instances, approved event permits are issued thirty (30) days in advance of the event date.

Reservation of Event Dates and Times

Prior to completing any paperwork, applicants should contact the Valmont Bike Park Manager at valmontbikepark@bouldercolorado.gov to confirm a potential event date is available. The Park Manager will respond via email within 3 days. Dates can not be reserved more than 1 year in advance. Once the availability is confirmed the event application and deposit process can begin.

The applicant may reserve a particular date and time by submitting an Event Date Deposit Form or by submitting a complete Event Application with supporting documentation, fees and deposits.

Note that the date will be reserved for the event, however, the Park Manager cannot guarantee the location or route will be available until the event application is complete and approved. Should an event not be held due to construction, fire, weather event or other occurrence that makes it impossible to use the specific route/area during any year, the applicant will not forfeit the ability to reserve the date for the following year.

Event Promotion and Advertisement

Event organizers advertising an event or collecting registration fees prior to the issuance of an approved permit, do so at their own risk. Previously advertised events or events which have registered participants prior to the issuance of a permit will not receive any extra consideration.

Application Submittal and Review Process

On or before sixty (60) days prior to the event date, the Park Manager will begin the review process by circulating the application with all supporting documents to the appropriate City departments and divisions. If any modifications to the application or additional documents are requested, the applicant will be contacted and the updated materials will be resubmitted for review.

Production Meeting with the Park Manager

After confirming site and date availability, the applicant may be required to schedule a production meeting with Park Manager. The Park Manager holds meetings throughout the year with event organizers for the purposes of pre-event planning, coordination and discussion of any needs or issues unique to an event or activity. The production meetings will also provide event organizers with constructive feedback on proposed new events, routes or event modifications.

New event production meetings should be scheduled at least sixty (60) days prior to the event date. Ongoing events should be scheduled at least 30 days prior to event date. An early discussion with the Park Manager will help determine the appropriate meeting schedule for your event. New events or large events may require more than one production meeting.

During the production meeting the applicant should be prepared to present specific event plans, routes and activities for discussion. The Park Manager will provide direction for any revisions and preliminary logistics confirmation for the final event application and supporting documents.

Applicants should provide 2 hard copies of the initial event application, site map, route plan and all supporting documents at the production meeting. The following are common topics of discussion:

- Type and Scope of Event and Event History
- Event Location/Route Design
- Event Components / Park Impact Areas
- Alcohol Management
- Zero Waste Plan
- Insurance Requirements
- Traffic/Parking Management Plan
- Americans with Disabilities (ADA) Compliance
- Public Notification / Issues

The applicant is encouraged to invite any professional service providers that will be contracted to attend the production meeting. Service providers may include:

- Security and Marshal Support
- Medical Support
- Parking/Transportation Services
- Food Service

A pre-event walkthrough inspection by City of Boulder Fire, Police and Risk Management may be required for some events. The Park Manager will notify the applicant if this is necessary.

Event Billing

Once the event application is approved and permitted, the applicant will be legally responsible and financially liable to City of Boulder for all fees and costs associated with the overall organization, management, and implementation of the event and related activities.

Event Fees are assessed in 3 phases:

- Phase One: Application fee and deposit - Due with event application, deposit is refundable after successful completion of the event and payment of final invoice.
- Phase Two: Area Use and Amenity Fees - Due with event application approval and permit agreement documentation.
- Phase Three: Final event and staffing fees plus any damage replacement costs - Due within 30 days after receipt of final invoice. Non payment may result in forfeiture of deposits.

Section 3 – Application Requirements

1. Event Application Form

An Event Application Form must be completed and include all supporting documents with the performance deposit.

2. Insurance Certificate

Applicants are required to obtain public liability insurance in the amount of $1,000,000 and provide a certificate of insurance naming the City of Boulder and its officers, employees, and authorized volunteers as additional insured. Applicants must provide the City with a certificate of insurance at least 30 days prior to event date and include all set up and take down days and times.

3. Event Promoter Resume

An Event Promoter or Organizer Resume including all past events and references must be submitted with the event application.

4. Event Coordinator List

A list of names, titles, emails and cell phone numbers of all event coordinators assisting and on-site during the event must be submitted with the event application.

5. Site Plan and Route Map

An event site plan and route map must be submitted with the event application. The site plan is a visual representation of all event infrastructures, operational elements and amenities used during the event. The activity route map is a visual description of all moving routes, activity and spectators paths of an event within the park and surrounding boundaries. The final permit issued by the Park Manager will only be valid for approved event locations, routes and elements described in the submitted event application, site plan and route map.

The following are guidelines to assist in the development of a site plan and route map:

- Blank areas maps of Valmont Bike Park may be downloaded at www.valmontbikepark.org
- Primary site plans and route maps should be computer-generated using scaled drawings and measurements to depict the components of the proposed event.
- Site plans, route maps and supporting drawings/diagrams should be submitted in PDF format and in an 8 ½" x 11" or 11" x 17" standard format.
- Site plans and route maps must be clearly labeled and include the names of all roads and areas that are part of the proposed event; including auxiliary parking and production areas.

Maps and Plans should clearly indicate:

- All access routes, removable fencing, exit locations, staging and spectator areas;
- All tents, canopies, production areas, registration, food and beer gardens;
- All fixed fencing, barricades, spectator/participant flow and directional signage along routes;
- All event marshals locations and responsibilities;
- All portable restrooms and sinks;
- All zero waste receptacles and dumpsters;
- All vehicles, trailers and shuttle areas for employees, volunteers and vendors;
- All parking, accessible parking, drop-off, and shuttle areas for participants and spectators;
- All medical and first aid facilities/vehicles and a minimum 20' emergency access lane;
- All generators, PA system(s), announcer and direction of all speakers;
- And any related infrastructure components or activities included in the event application.

6. Event Tents, Canopies and Structures

The applicant must indicate all tent and canopy locations (with sizes) on the route and site maps including a separate vendor contact sheet and all delivery, set-up and take-down times. Locations of all tents and canopies must be approved by the Park Manager to prevent structures from interfering with irrigation lines, emergency access and public right of ways.

All event Tents and Canopies must be properly grounded and secured to withstand high winds and sudden micro-bursts at the Park. Tents larger than 20X20 may require onsite review for placement and may also require a permit from the City Building Services Center 303-441-1880.

7. Reserved Use Areas

The applicant must indicate all areas of the park to be used by the proposed event including specific trails and features, parking lots, spectator areas, and road ways. The event must have plans (fencing, marshals, signage) to prevent participants and spectators from accessing non-use areas or natural areas that may be off limits or closed for the event.

8. Application Narrative

The applicant must include a written narrative that describes the plan, dates and deadlines for addressing each item listed on the "Application Checklist" APPENDIX C. In the event that a specific section does not apply to the event, indicate with "N/A" in the column and also in the narrative.

9. Operations Plan

The purpose of the Event Operations Plan is to outline specific actions and preparations for conducting a successful event at Valmont Bike Park. Some of these event considerations may or may not apply. Where the considerations do apply, the applicant must provide a very clear and concise explanation on how the event will meet or exceed necessary city and park requirements. The operations plan should describe how all key aspects of the event will be organized, staged and managed as well as indicate all roles and responsibilities for event staff and volunteers.

a. Define Event Date/Time/Time of Occurrence

The time frame noted on the final permit is based on the times submitted in the Event Application. No set-up will be permitted before a permit is issued. Set-up must be initiated at and clean-up must be completed by the times indicated on the permit. Event Insurance must cover all time frames including set up, event and clean up.

A detailed schedule dates and times for all set up, event day and clean up activities must be included in the operations plan. This schedule will help the park manager coordinate with public access, park closures and confirm all noise and construction ordinances. The schedule must include:

- dates and times for event set up and/or any access to the bike park
- dates and times for course set up
- dates and times for all sanolet, fencing, stage and event deliveries
- dates and times for all booth, tent and vendor set ups
- dates and times for event start, completion and cleanup

b. Define Event Location/Route

An accurate representation of the entire proposed event locations and routes including event activity, production and shuttle areas must be included in the operations plan. Written authorization to use any property other than Valmont Bike Park must be included. If an event will take place on property other than, or in addition to, the Valmont Bike Park, secure use of the desired venue prior to or concurrently with the VBP Event Application submission.

c. Define all Noise Level Management

Music or other amplified sound will not commence before 8:00 a.m. or continue after 7 pm., unless other arrangements are made and approved with the Park Manager prior to the event. Any sound amplification that occurs outside of these hours will incur a $50 fine per incident. Amplified sound may be limited to a specific time by the Park Manager as necessary. The City of Boulder enforces the noise ordinances found in Chapter 5-9 "Noise," B.R.C. 1981. Noise levels may not exceed 65 decibels at the property line during the event. A summons, with a maximum fine of $1000 per violation, will be issued to the responsible party for each noise violation that occurs. All speaker placement must be facing south or east and must be included in site plan.

d. ASCAP/BMI Licenses

If applicant amplifies copyrighted music during the event, a license from the copyright holder or an organization like ASCAP or BMI is required. Applicant will need to present proof of copyright licensing two weeks prior to event.

e. No Animals and Pets at the Event

The applicant must notify all participants and post on the event web site and communicate to spectators at entry that there are no animals allowed in the bike park during events. Event staff must be available to advise arriving spectators and participants of this rule, unless the event has an approved animal component in the permit. Applicant will be required to provide a screen shot of the website and other notifications to ensure participants and spectators leave their animals at home for the health and safety of both pet and participant.

f. No Glass at the Event

Glass is absolutely prohibited at the Bike Park. The applicant is responsible for managing and ensuring that all participants, vendors, staff and volunteers adhere to this restriction. This includes trophies, giveaways, etc.

g. Alcohol Plan

If the event plans to sell or provide alcoholic beverages to the public, the applicant must obtain a Special Events Alcohol Permit from the City of Boulder. The request for an Alcohol Permit must be submitted after the event application and include the final approved permit.

The operations plan must define how the event will safely fulfill the minimal requirements as defined in the City of Boulder alcohol permit application including but not limited to:

- The area where alcohol is to be served/consumed must be enclosed with either double four-foot fencing or single six-foot fencing;
- Properly trained marshals with bright-colored vests, t-shirts or jackets must be at every entrance/exit to alcohol area;
- Procedures must be identified that will prevent illegal conduct such as underage possession/ consumption of alcohol;
- Event staff is not allowed to consume alcohol while on duty;
- A clear and legible site map with the alcohol use area delineated, including bar areas, food area and dimensions of the alcohol area and overall special event area listed.

h. Food Service Plan

If food is dispensed, temporary events must provide either a regular or a no-fee license obtained from the Boulder County Public Health Department. No food prepared at home can be offered to the public. For more information on obtaining a license go to the website Bouldercountyfood.org or contact the Boulder County Public Health Department at 303-441-1150.

i. Sanitation Plan

The sanitation plan describes the type and location of all health and sanitary elements that will be provided during the event. These elements include provisions for water supply, restroom facilities, trash and recycling containment with removal. The applicant must submit full sanitation plan details including delivery, placement, management and removal of all elements.

The applicant must provide one sanolet for every 100 people attending the event based on OSHA standards. The Bike Park does not supply any sanolets for events. Sanolets must be ordered and paid for by the applicant unless other arrangements are made and approved. Bike Park restrooms are available for rental and must be requested in the application process. These restrooms can accommodate up to 300 people but may require additional sanolet rentals based on the number of people attending and location of the event in the park. Sanolets must be installed on hard flat surface and the location(s) must be indicated on the site map and approved by the Park Manager.

j. Zero Waste Plan

Approved applications for Valmont Bike Park are required to follow Policies and Guidelines for hosting "Zero Waste Events". See Appendix E for a copy of the City of Boulder's guidelines for events. The Bike Park will not provide any recycle or trash receptacles/dumpsters for event use and all waste generated by the event set up, activity and clean up must be hauled away by the organizer. Applicant must submit a complete Waste Plan and include the 1) Waste Recycling Agency listing all the services contracted for the event; 2) Locations of all trash, recycling and compost receptacles and; 3) how the waste receptacles are emptied and sorted appropriately throughout the event. Each Event will provide the park manager with waste diversion numbers within 15 days of conclusion of event. Events should be at least 65% waste reduction. If your event is does not comply with zero waste guidelines submitted in the zero waste plan, there will be a non compliance fee based on number of participants added to the final invoice.

All areas must be cleared of debris and trash by applicant within 12 hours of event conclusion, unless other arrangements have been made with the Park Manager **prior** to the event. Trash and debris must be hauled away by applicant. Applicant's failure to comply with this requirement will result in a trash clean-up fee at the rate of $35 per hour per Bike Park employee with a minimum of 3 hrs, needed to clean the area. This includes any clean up of **zip ties**, water bottles, clothing etc…

k. Safety and Security Plan

The applicant must provide a safe and secure environment for the event, staff, volunteers, participants and spectators at all times. This is accomplished through planning and anticipating any potential problems or concerns related to the event activities and surrounding environment. The event safety plan should identify all issues and address how the event is prepared to react to any unanticipated problems.

Security before, during and after the event will be the responsibility of applicant and not Valmont Bike Park. If applicant needs access to the park outside of regular business hours, park staff will be scheduled and applicant will be assessed a staffing fee of $35/hr per staff member in final invoice.

i. Signage Plan

Use of event signage, safety equipment and traffic control devices must be in compliance with the Manual on Uniform Traffic Control Devices (MUTCD). In instances where a particular sign, safety equipment or traffic control device is not defined in the MUTCD, the principals of the MUTCD should be applied to the design of the sign, safety equipment or traffic control device. This information should be used in preparing your transportation plans as well as your barricade and signing plans.

m. Transportation Plan

An important part of the event planning process includes the safe arrival and departure of event attendees, participants and vendors. A transportation plan addresses all traffic flow associated with an event and the impacted area of an event. The plan describes how traffic, parking, bicycle and pedestrian flow will be managed on the day of the event. It also includes operation strategies for managing background traffic within the local and regional area impacted. Valmont Bike Park has an existing Parking Plan that can be adopted by the event. This plan is currently approved as written and any modifications to the plan must be made by a certified traffic control supervisor.

All event, service and delivery vehicles must remain on designated roadways unless prior written permission for access granted by park manager or designee. A $200 fee will be assessed for any vehicle on any area other then established roadways plus any damage as a result of the vehicle.

n. Emergency Access

Accommodation for emergency response must be provided at all times. Valmont Bike Park has an existing Emergency Access Plan that should be adopted by the event. This plan is currently approved and on file with all Emergency Services. All access points using barricades and similar structures must be staffed at all times and must be movable to accommodate emergency access. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas. An emergency plan must be submitted and include emergency evacuation plan, location of marshals at barricades and access for all emergency vehicles.

o. Medical Plan

All events must have a medical plan in place that describe all the types and locations of the medical facilities and staff that that will be provided for the event. It includes provisions medical staff, medical facilities medical transport and communications between medical, other event support and emergency response staff. Each event is unique in its type, time and duration, location, size and activity and the medical plan should respond to all anticipated needs.

Depending on the size and nature of the event, on-site emergency medical assistance from AMR emergency services may be required. If not exempted by the City Police Department, Risk Manager and/or Park Manager the applicant must contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to start of event. The contact for AMR is Brandon Foster at 303-357-2005 or Brandon.Foster@amr.net

p. Law Enforcement

Depending on the size and nature of the event, off-duty police officers may be required. All applicants must contact Kurt Weiler at weilerk@bouldercolorado.gov or his designee at 303-441-3309 at least 45 days in advance of the event and prior to application submittal. All law enforcement fees are paid direct to police department and will be due prior to event.

q. Bike Park Pond and Ditches

Events, participants and spectators may not use, access, swim, fish or contaminate the irrigation ditches or pond in the Bike Park in any manner. Any use by the event, participants or spectators will lead to $200 fine per incident in addition to any necessary repairs.

r. Multi-Use Path

Organized events on or using the Multi-use path will be limited and must minimize the impact to this right of way. Safe use of the path will require approval, proper signage and must abide by rules of the right of way.

s. Resident Notices

At least two weeks prior to the event, the applicant must distribute flyers to all affected residents and tenants showing the approved date, times, event route, street closure hours and areas designated for assembly and dispersal of participants. In addition to the flyers, event signs must be posted throughout the park and any park facility at least one week prior to the event. The flyers, event signs and distribution areas must be approved by the Park Manager.

t. Inclement Weather Plan

The applicant must indicate the plan to delay, postpone, reschedule or cancel the event due to inclement weather conditions and the commitment to resolve any damage to the park, trails and amenities that may result in not fulfilling the plan.

Section 4 – Regulations

Accessibility

Event plans must comply with all city, state and federal disability access laws and regulations applicable to your proposed event activities, most notably the Americans with Disabilities Act (ADA). All temporary venues, related structures, and outdoors sites associated with your event must be accessible to people with disabilities and compliant with the ADA. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be limited only to patrons with disabilities because the ADA requires integration.

It is important that the applicant evaluates the unique components and activities associated with the proposed event to comply with all accessibility laws. Provide training to all staff and volunteers regarding the accessibility requirements under the ADA and disability etiquette.

Sales and Admissions Tax Licenses

The applicant shall collect an admissions tax of five percent of the ticket price from every person charged admission to the event, and shall remit the same to the city pursuant to Chapter 3-4, "Admissions Tax," B-R-C. 1981. The applicant is responsible for the collection of sales and admissions tax even if the tax is collected by vendors unless the tax department authorizes self-pay by a licensed vendor and will confirm with the city's Tax Department (303-441-4026) for licensing information and procedures for collection and remittance of tax. Any charges for entranc are subject to the City's admissions tax and any sale of tangible personal property is subject to the city's sales tax.
Applicants must be in good standing with the city's sales tax department prior to approval of this permit application.

Indemnity Clause

The applicant and its agents agree to indemnify and hold harmless the city of Boulder and Valmont Bike Park, its officers, employees, authorized volunteers and agents against any and all claims, debts, demands, or actions of any kind or nature, and any and all related costs and expenses, arising from any occurrence occasioned in whole or in part by applicant's use of the Reservoir and holding of the event or by any act, omission, or negligence of applicant's employees, agents or contractors.

Notwithstanding any other provision of this application to the contrary, no term or condition of this application shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions of the Colorado Governmental Immunity Act, Section 24-10-101 et seq., C.R.S., as now or hereafter amended. The applicant understands and agrees that liability for claims for injuries to persons or property arising out of negligence of the city of Boulder, its departments, institutions, agencies, boards, officials and employees is controlled and limited by the provisions of Section 24-10-101 et seq., C.R.S., as now or hereafter amended.

Compliance

The applicant agrees to comply with all federal, state, and municipal laws in sponsoring and conducting the event, and agrees to take reasonable steps to assure that the participants, vendors and spectators comply with these provisions as well. The applicant and the city shall comply with their respective obligations set forth in the Event application.

Termination of Agreement

The city may terminate the permit agreement at any time for material breach of the agreement, including but not limited to breach of the conditions of payment, hours of use, location of use, provision of insurance, noise violations, parking violations and protection of city property. For other breaches the city shall give applicant notice of the same and a reasonable time to cure. In addition, this agreement may

be terminated by the City for its convenience and without cause of any nature by giving the applicant written notice at least seven days in advance of the termination date.

Discrimination Prohibited[1]

The applicant agrees that while using Valmont Bike Park for events, the applicant will not refuse, withhold from, or deny to any individual because of the race, creed, color, sex, sexual orientation, gender variance, genetic characteristics, marital status, religion, national origin, ancestry, or mental or physical disability of such individual or such individual's friends or associates, the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of a place of public accommodation.

[1] Pursuant to Chapter 12-1 Boulder Revised Code Prohibition of Discrimination in Housing, Employment and Public Accommodations and specifically Chapter 12-1-4 Discrimination in Public Accommodations Prohibited.

Section 5 – Forms and Appendices

Appendix A: Event Date Deposit Form
Appendix B: Event Permit Application
Appendix C: Application Checklist
Appendix D: Sample Insurance Certificate
Appendix E: Zero Waste Events
Appendix F: Medical Plan Details
Appendix G: Notice to Food Vendors
Appendix H: Best Management Practices: Stormwater Protection
Appendix I: Sanitation Plan Details
Appendix J: Safety and Security Plan Details
Appendix K: Signage Plan Details
Appendix L: Transportation Plan Details

APPENDIX A

CITY OF BOULDER PARKS AND RECREATION DEPARTMENT

VALMONT BIKE PARK

Event Date Deposit Form

Completed Form can be:

- Delivered or mailed to 3198 Broadway, Boulder, CO 80304
- E-mailed to valmontbikepark@bouldercolorado.gov Please DO NOT email credit card information.
- For more information contact the Park Manager at 303-413-7226

NAME OF EVENT: _____

PROPOSED DAY OF EVENT: _____

DESCRIPTION OF EVENT: _____

SET UP Date: _____ Time Start:_____ Time End:_____

EVENT Date: _____ Time Start:_____ Time End:_____

TAKE DOWN Date: _____ Time Start:_____ Time End:_____

Name of Applicant / Event Organizer: _____

Address: _____

Phone: _____ Cell: _____ Fax: _____

Email: _____

Expected Participants: _____ Spectators: _____

Park use areas: ☐ All or List Areas _____

Amplified sound: Yes___ No___ Need for Electricity: Yes___ No___ Water: Yes___ No___

Will alcohol be dispensed or sold to the public at this event? Yes___ No___ Food? Yes___ No___

I have confirmed my event date availability with the Park Manager and submitting this form with a $200 deposit. I understand this deposit reserves the event date only and approval requires a completed events application received no later than **60 days** prior to the event start or 90 days prior if alcohol is served. If an application is not submitted, my event date and deposit is forfeited. If an application is submitted and approved the event date deposit can be applied to the security damage deposit. If the application is not approved the deposit may be returned.

Applicant Signature:_____ Date: _____

Print Name:_____ Title: _____

To be completed by Parks and Recreation Department:

Date Received / Amount: _____

App Deadline: _____

App Received: _____

Deposit: Applied Refunded Forfeited

APPENDIX B

CITY OF BOULDER PARKS AND RECREATION DEPARTMENT

VALMONT BIKE PARK

EVENT PERMIT APPLICATION

Completed Form with Attachments can be:

- Delivered or mailed to 3198 Broadway, Boulder, CO 80304
- E-mailed to valmontbikepark@bouldercolorado.gov
- For more information contact the Park Manager at 303-413-7226

NAME OF EVENT: _____

PROPOSED DAY OF EVENT: _____

DESCRIPTION OF EVENT: _____

SET UP Date: _____ Time Start:_____ Time End:_____

EVENT Date: _____ Time Start:_____ Time End:_____

TAKE DOWN Date: _____ Time Start:_____ Time End:_____

Name of Applicant/Event Manager: _____

Address: _____ City_____ Zip_____

Telephone: (day)_____ (cell)_____

E-mail address_____

Anticipated attendance: Participants:_____ Spectators:_____

Sound Amplification Yes___ No___ Is music is being provided: Yes___ No___

If yes to either:

Sound time begins:_____ Sound time ends:_____

Type of electronic sound amplification

___Professional operated sound system (describe)_____

___Sound board is used (describe)_____

___Amplifier rated above 600 watts (describe)_____

___Live Band ___DJ ___Other (describe)_____

Describe type of music to be played/performed: _____

Indicate all Park use areas:

_____

_____

Need for Parking: Yes___ No___ Need for Electricity: Yes___ No___ Water: Yes___ No___

Will alcohol be dispensed or sold to the public at this event? Yes___No___ Food? Yes___No___

Please describe any special conditions or event needs:

A performance deposit is required for all event applications based on the size and impact to the park. This deposit will be returned if all of the permit requirements are completed successfully. Please submit the deposit amount below based on the size of the proposed event.

___	$ 500	299 or less participants
___	$1500	300- 999 participants
___	$2500	1000-2000 participants
___	$3500	2000 +participants

Complete and attach event check list (Appendix G) with application submission. No application will be reviewed without all attachments and supporting documents.

As an applicant for an event approval at Valmont Bike Park, I certify that I have read and understand all of the requirements, conditions and procedures found in the Park Use Guide. I agree to comply with each of these requirements, conditions and procedures and the direction of the Park Manager. I agree to immediately reimburse the city for costs to repair any damage incurred as a result of the event.

I agree to indemnify and hold harmless the City of Boulder, and all City of Boulder officers, employees, agents and representatives, from any claims (including costs of defending such claims) or damages that may arise from the occurrence of the special event or from related events.

I understand that the event permit does not authorize violation of city or state laws, except to the limited extent that it allows a street to be temporarily closed in conformity with permit conditions. I also understand that the event permit does not excuse failure to comply with orders of law enforcement personnel, firefighters or other emergency workers, and that it does not provide immunity from civil claims of third parties that are based upon damages occurring at, or in conjunction with, the event.

Applicant signature_____ Date: _____

Print Name:_____ Title: _____

Received by:_____ Date: _____

APPENDIX C

EVENTS APPLICATION CHECKLIST

Items with * require attachment to event application

EVENT NAME_____EVENT DATE_____

	Completed	Due Date
Confirm Event Date		Confirm with Park Manager at least 120 prior to Event
Event Date Deposit Form		Submit Form and Deposit within 7 days of Confirmation
Event Application*		Submit at least 60 (90 with Alcohol) days prior to Event
Event Manager Resume*		with Application at least 60 days prior to Event
Event Contact list *		with Application at least 60 days prior to Event
Site plan *		with Application at least 60 days prior to Event
Route Plan *		with Application at least 60 days prior to Event
Confirm all Use Areas*		with Application at least 60 days prior to Event
Set Up/Delivery/Access Plan*		with Application at least 60 days prior to Event
Certificate of Insurance *		with Application at least 60 days prior to Event
Alcohol plan and map*		with Application at least 60 days prior to Event
Alcohol state permit		Application to the City Clerk's Office, 303-441-4192 at least 30 days prior to Event.
Alcohol city permit *		Application to the City Clerk's Office, 303-441-4192 at least 30 days prior to Event.
City Alcohol permit fee *		
Emergency access and evacuation plan*		
Emergency medical plan *		
Boulder police contacted		
Event Marshall plan *		
Course Marshall plan*		
Parking plan *		
Zero waste plan *		
Sanolet plan *		
Sign/banner plan *		
Sound Amp plan*		
ASCAP/BMI Licenses *		
Communication Plan *		
Food Licenses		
Sales and tax Permit *		
Neighborhood notices		
No animals in park notice verification *		
Alternative Weather Plan*		
Deposits*		
Park Fees		

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/01/2009

PRODUCER (000) 000- 0000 FAX (000) 000-0000

#1

Name of Insurance Brokerage or Agency
Street Address
City, State Zip Code

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

#2

Insured Name
Street Address
City, State Zip Code

INSURERS AFFORDING COVERAGE #3		NAIC #
INSURER A:	Insurance Carrier Name	
INSURER B:	Insurance Carrier Name	
INSURER C:	Insurance Carrier Name	
INSURER D:	Insurance Carrier Name	
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
#4 A	X #5	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
C		EXCESS / UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000 $ $ $
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS #6

The City of Boulder is named as Additional Insured as respects General Liability and Automobile Liability as required by their written contract with the Named Insured regarding Project/ Agreement No. _____ and/or Project Name: _____ .

A Waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation as required by their written contract.

CERTIFICATE HOLDER

#7

City of Boulder
Department of Risk Management
1777 Broadway
Boulder, CO 80306

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL XX DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. #8

AUTHORIZED REPRESENTATIVE #9

ACORD 25 (2009/01)

© 1988-2009 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

Gallagher
Public Entity & Scholastic Division

Arthur J Gallagher Risk Management Services, Inc.

Certificate Of Insurance
Explanation of Sections

1. The name and address of the insured's insurance brokerage or agency appears here.

2. The insured's name and address appears here. The insured is the entity you are requesting the certificate from.

3. The names of each insurance carrier appear here – each are assigned a letter code: A, B, C, D and E to correspond with section #4.

4. The letter (A, B, C, D, E) of the appropriate carrier appears here for each coverage section.

5. An "X" will be marked in this box if additional insured status is being provided for the particular coverage section. Also see section #6.

6. The additional insured status and/or other contract or agreement requirements would appear in this section along with the project name and description.

7. The certificate holder's name and address will appear here. The certificate holder is the entity requiring the insured to provide the certificate of insurance.

8. The number of days that the insurance carrier will endeavor to mail notice of cancellation for the referenced policies appears here.

9. The signature of the authorized representative of the insured's insurance brokerage or agency appears here.

*Prepared by Arthur J. Gallagher Risk Management Services, Inc. – Denver 2/9/09

6399 South Fiddler's Green Circle, Suite 200
Greenwood Village, CO 80111-4949
(303) 773-9999
Fax: 303.773.9776
Toll Free 800.333.3231
www.ajg.com

APPENDIX E

Zero Waste Guidelines for Events

The following guidelines should be helpful in determining the steps necessary to meet the "Zero Waste" requirement for the Event Application. If you have any questions about these guidelines, or are not sure if your plans for recycling/composting meet these criteria, please feel free to call the City Waste Reduction Program at 303-441-1914.

Call Eco-Cycle (303-444-6634) for a guide to creating a "Zero Waste" event. Using these advanced guidelines, you can learn how to compost food waste (including paper plates, napkins and "corn starch" cutlery) as well as "pre-cycle" before your event to prevent waste from occurring in the first place.

A successful Zero Waste event requires food vendors to distribute only compostable and recyclable materials to the public for the duration of the event. Special Zero Waste stations comprised of a compost bin, a commingled bin, and a bin for "whatever's left" will be used to collect the discards at the event. Depending on the size and complexity of your event, volunteers will be needed to monitor the Zero Waste stations. Special attention is given before the event to assure that non-recyclable and non-compostable items are kept to an absolute minimum at the event.

In creating a zero waste event there may be additional advertising money available from the City to promote your special event. Please contact 303-441-1914 for details.

Haulers in the Boulder area:

Eco-Cycle	303-444-6634
The Green Girl	303-881-7835
Town & Country	303-665-6811
One Way Disposal	303-823-0556
Waste Connections	720-382-7877
Western Disposal	303-444-2037
Waste Management	303-797-1600
Evergreen Events	970-987-3140

Responsible management of waste means pre-planning methods to reduce waste before your event, as well as planning for recycling and waste generated at your event. It is essential to communicate the importance of the recycling/waste reduction program to everyone involved in the management of your event and to the people who attend or participate in your event.

APPENDIX F

MEDICAL PLAN DETAILS AND REQUIREMENTS

No event will begin with out the ambulance on site unless exempted by the City Police Department, Risk Manager and/or Park Manager

For Events Not Requiring a Medical Director

- Identify method for contacting 911
- Identify method for collecting and disseminating participant emergency information
- Consider the plan requirements below and include as appropriate
- List time ambulance will be onsite and when they are scheduled to leave

For Events Requiring a Medical Director

- List name of and contact information for Medical Director
- Outline qualifications of Medical Director
- Identify mix of medical personnel (first aid providers, paramedics, nurses, doctors)
- Identify method of medical staff identification specifically signage, tent, shirts with medical logos
- List number and location of medical stations with specific attention to high risk areas
- List time ambulance will be onsite and when they are scheduled to leave
- Identify method of all medical transport, both ambulances and private vehicles/ATV vehicles
- Identify method of communication with emergency medical staff specifically how will non-medical staff contact medical staff and localize medical incidents
- Identify method of making participant information available to emergency service providers
- Identify means available to control environmental thermal injuries, i.e., hyperthermia and hypothermia for high risk events such as summer triathlons on exposed courses
- List of hospitals and fire protection departments to notify one week prior to event.

Applicant is **required** to provide on-site emergency medical assistance from AMR emergency services, unless otherwise exempted by the City Police Department, Risk Manager and Reservoir Manager. Please contact AMR special event coordinator at least 30 days in advance. AMR must be on site at least 30 minutes prior to start of event.

The contact information for AMR is:
Brandon Foster
Account Executive-Operations
2901 Broadway
Denver, CO 80216
303-357-2005 (Office)
303-961-8902 (Cell)
303-293-0295 (Fax)
Brandon.Foster@amr.net

Event Medical Roles

Event Organizer / Race Director

The event organizer should develop a medical plan that is appropriate for event and planned activities. This plan should be developed in partnership with the event medical director and should incorporate any feedback received during the production meeting with the park manager or with any other jurisdiction.

The event organizer is responsible for implementing the medical plan to ensure that all medical support staff, whether paid or volunteer, has the appropriate licensing, certifications, and insurance to provide services at the event.

Event Medical Director

Events that meet or exceed 500 attendees will be required to retain an event medical director. The medical director shall have the appropriate credentials and experience directing medical operations for events. Appropriate credentials include licensure or certification for the following professional positions:

- Doctor of medicine (MD)
- Doctor of osteopathy (DO)
- Doctor of chiropractic (DC)
- Physician assistant (PA)
- Certified athletic trainer (ATC)

The event medical director assumes the responsibility for:

- Recruiting and appointing the medical personnel for the event day
- Assigning posting locations for the medical personnel
- Organizing the medical area, assuring it is equipped with proper supplies
- Developing medical protocols
- Executing the emergency notification process for injured attendees
- Monitoring weather conditions
- Assisting the race director in assessing the course safety throughout the event
- Acting as the medical spokesperson for the event

Medical Support Staff

The medical support staff should be recruited and appointed by the event medical director who will determine the appropriate number of staff, level of training for each staff member as well as the location where each staff member will be assigned. All medical support staff should be easily identifiable to event personnel and attendees through the use of distinctive jackets, vests, bibs, shirts, or caps.

Medical Plan Detail

The level of detail required for the medical plan submitted for review will vary according to the size, type, and location of your event.

Notification

Prior to the event, the acting Medical Director must notify the local health authorities of the event details and provide the emergency plans for a major incident. The Medical Director must also contact the local hospital to be the primary transport facility for the event and confirm in writing one week prior to the event by providing the following information:

- Name, Date and Time of event
- Estimated number of attendees
- A copy of the course map

Medical Teams

A licensed, dedicated ambulance is required on site for every event. Competitive events of any size or non-competitive events with more than 2,000 attendees, shall hire a formal medical director to outline medical plan, coordinate/credential on course medical staff, supplies, dedicated ambulances services, communications plan, documentation, and emergency notification process.

Medical Aid Posts

The number and location of medical aid posts needed for the event depends on the size, type and location of the activities. When establishing medical post number and locations:

- Consider high risk areas such as placing medical staff, an ambulance, or ALS paramedic team on steep bike descents and exposed areas of the course where response times may be vital.
- Provide easy ambulance access and egress. Consider these emergency access points and lanes as well as spectator density when designing the finish line layout.
- Be located within or near of all sections of the the course and spectators and/or have an available a mode of transport to posts.
- Be clearly marked and have adequate signage for directions to the aid post. A minimum of a banner or teardrop wind flag displaying "medical or first aid" prominently above eye level visible from 100 yards away.
- Be clearly marked on official maps of the venue layout with medical cross designations.
- Provide some means of communication with the primary medical control point, venue control, and with mobile medical teams in the venue.

Communications

A way to communicate between the medical staff and other emergency service providers efficiently in real time with limited relay is imperative for ensuring a safe event. For competitive athletic events and non-competitive athletic events larger than 500 participants, you should have a designated command center staffed by: 1) an EMS dispatcher 2) a communications director who scribes all communications and ensures responses to all incidents systematically. The communications director or your medical director will also initiate all emergency notifications and suspend or delay the event in an emergency.

APPENDIX G

NOTICE TO SPECIAL EVENT FOOD VENDORS

The following guidelines are established to create a safe environment for food vendors and the public during outdoor events in the City of Boulder. **These guidelines are intended to substantially reduce the potential for fire, flammable gas vapor incidents and personal injury to all participants in the outdoor events.**

All tents and canopies must be constructed of flame retardant material and be properly anchored to prevent collapse under inclement weather conditions.

Vendors must maintain at least 3 feet of vertical and horizontal clearance from open flames and/or cooking grills to combustible materials (especially the canopy itself) at all times.

Portable LPG (propane) tanks must be located at least 10 feet from the tent or canopy and be secured in an upright position to prevent tipping over. Tanks must also be stored in an area inaccessible to the public to prevent tampering or accidental contact with tanks, piping, hoses, etc.

Non-commercial charcoal grills (especially kettle-type grills) must be well stabilized, of suitable construction and be located or shielded in a manner to prevent the device being blown or tipped-over and to preclude accidental contact by the public.

Cooking and/or heating equipment must not be located within 10 feet of required exits or decorative materials.

Each food vendor using heat-producing cooking equipment must provide an ABC-type portable fire extinguisher with a minimum 40-B rating. A "K-class" extinguisher is acceptable.

Cooking equipment, including charcoal or gas grills, open flame burners and other heat-producing equipment must be arranged so as to preclude close contact by the public, especially the need to reach over cooking equipment for any reason.

The Fire Department reserves the right to evaluate food preparation safety issues on a case-by-case basis, and to require necessary adjustments in the interest of public safety. Representatives of the Fire Department may be present during the set-up period prior to the event, and will make occasional tours of food preparation areas to assure that these guidelines are being observed.
You may contact our office in advance if you have any questions as to the applicability of these guidelines to your operation. Please direct any particular questions or concerns to Assistant Fire Marshal Mike Rangel at 303-441-3348.

Regards,
David Lowrey
Chief Fire Marshal 28

APPENDIX H

SPECIAL EVENT BEST MANAGEMENT PRACTICES: STORMWATER PROTECTION

Stormwater Best Management Practices (BMPs)
Special Event BMPs

STORMWATER PROTECTION

Water can flow from your event site, through storm drains, directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to $25,000 per violation. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

BEST MANAGEMENT PRACTICES (BMPS)

The objective in stormwater protection is that **only rainwater and snow melt go down the storm drain**. Best management practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice.

General

Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be "threatened discharges" to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal.

Contracts & Leases

If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management.

Waste Management & Disposal

Be sure adequate receptacles are provided for use by vendors and guests to prevent litter.
All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes.
Do not wash out any receptacles outdoors unless wastewater is collected or discharged to sanitary sewer.
Be sure containers are emptied as needed to prevent overflow. It is also important they are emptied at the end of each day.
Never place liquids or liquid containing wastes in an outdoor waste receptacle.

Grease Management

Have spill cleanup material on hand at all times. Clean up spills immediately.
Protect the ground under and around your deep fryer using cardboard or a tarp.
Properly dispose of all grease into an approved tallow bin.

Pressure Washing

Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. kitty litter, rags, sand, etc.), sweeping, and scrapping off dried debris.
If you are not using any detergents or chemicals and are only cleaning surfaces of ambient dirt or dust, then this wastewater can be directed to landscape or contained onsite and allowed to evaporate.

However, if there is any food residue or oils on areas that are going to be washed, this method is NOT acceptable.
Prior to pressure washing, identify where all storm drains are located. Storm drains may be located in the gutter at the end of a block or in landscaping hidden from view. Wash water must not be allowed to flow down gutters or to enter storm drains.
Determine where water will pool for collection.
Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms / berms, portable containment areas, weighted storm drain covers, inflatable plumber's plugs, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacs in areas near creeks, storm drains, and ditches is the recommended BMP.
Once water is collected, dispose of it properly. Collected wash water may be disposed of into a sanitary sewer drain at the job site or at the contractor's place of business. (FIRST ask for permission from property owner and the wastewater treatment plant. DO NOT dispose of wastewater to a septic system.)
A permit may be required prior to disposal to the sanitary sewer. Check first with your local wastewater treatment plant for authorization. Ensure that contracted pressure washers follow these BMPs.

Waste Water Management

Provide disposal containers for your vendors to prevent having this water discharged to the environment.
Keep these disposal containers out of sight of the guests to prevent them from using containers as trashcans.

Illicit Discharge Reporting

Stay alert for any signs of illegal discharges. Only rainwater and snowmelt are allowed to flow into any storm drain inlet or drainage ditch.
Report any suspicious discharges to your supervisor or storm water coordinator promptly. Never place liquids or liquid containing wastes in an outdoor waste receptacle.

CONTACT INFORMATION:

For more information on stormwater protection contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE. PACE offers free, non-regulatory assessments for compliance, energy and water efficiency, pollution prevention, and public recognition for environmental achievement to businesses and municipal operations in Boulder County and portions of Weld County.

www.keepitcleanpartnership.org
www.pacepartners.com

APPENDIX I

SANITATION PLAN DETAILS AND REQUIREMENTS

Applicant must provide a narrative detailing how each of these requirements will be met; which companies will be contracted, where facilities will be located, and all other pertinent information. Providing this information on the site plan/route map is also required.

Restrooms

- The Boulder County Public Health Department requires one (1) chemical or portable toilet for every 100 people. A minimum of two (2) toilets is required for each event. The number of portable toilets should be determined based on your estimated peak time attendance.
- Park bathrooms are available for rental. Please indicate on application if the intention is to rent the permanent restrooms.
- Be sure portable restrooms are serviced frequently to prevent any overflows or leaks. Require your vendor to stake down the portable toilets to prevent them from blowing over in high winds or from being tipped over.
- Applicant may be required to provide additional portable restrooms If the main bathrooms are not adequate to support your event. Portable restrooms must be ordered and paid for by the applicant unless other arrangements are made and approved by the Reservoir Manager. Portable restrooms must be installed on hard surface such as plywood and the location must be approved by the Reservoir manager or designee.
- **Restroom Accessibility**- Ten percent (10%) of restroom facilities must be accessible by people with disabilities. No less than one (1) accessible restroom will be required for each event. More information regarding accessibility may be found in the "Accessibility" section of this chapter.

Zero Waste APPENDIX E

- It is a requirement of this application for all events to be Zero Waste. You are required to develop and implement plans that ensure the proper disposal of waste and recyclables generated by your event, its vendors and its attendees.
- The park does not provide recycling or trash containers for events, so please plan accordingly.
- At the conclusion of the event, the venue and surrounding areas must be cleaned and returned to a condition equal or better than the condition prior to the onset of the event activities. All waste generated by an event must be hauled away by applicant.
- REQUIREMENT: Applicant must submit a plan including any contracted agency working with the event, locations of trash, recycling and compost receptacles and plan for making sure items are emptied and sorted appropriately. Each Event will provide the park manager with waste diversion numbers with in 15 days of conclusion of event. Events should be at least 65% waste reduction.
- If the event is does not comply with zero waste guidelines submitted in the zero waste plan, there will be a non compliance fee based on number of participants added to the final invoice.
- Applicant's failure to comply with clean up requirements will result in a trash clean-up fee at the rate of $35 per hour per Park employee with a minimum of 3 hrs.
- Please see Additional Zero Waste Guidelines and Resources in APPENDIX E of this packet.

Water supply

- Note whether water will be used for drinking and lavatory purposes
- Amount of water to be supplied and source of water
- Description of how water will be stored and dispensed
- Note if hand washing facilities will be used
- If using a company to provide facilities, provide company name and address, contact person and phone numbers for home, work and cell
- Amount of each type of facility including accessible facilities
- Location of facilities

APPENDIX J

SAFETY AND SECURITY PLAN DETAILS AND GUIDELINES

Safety and Security Plan Requirements

The event safety plan should be integrated with the emergency response plan or traffic control plan and should include the following:

- Number and location of law enforcement officers and from which jurisdiction
- Number and location of certified flaggers
- Number and location of marshals
- Number of and location supervisors
- Length of shifts
- How relief will be provided
- Method of deployment for mobile members

Role of Event Organizer

The Event Organizer is responsible for the safety and security of the people and physical elements in and around the venue. Ensuring the safety of all those affected by the event includes implementing safety measures that address all aspects of your proposed event. These measures may involve implementing safety strategies ranging, but not limited to, lighting, and event location/route design.

Role of Law Enforcement

The City of Boulder Police department may require officers to be present at the event to supplement your security plan and to provide additional presence. These sworn officers are there to increase safety and enforce laws. The City of Boulder Police Department and City of Boulder Fire department have final authority over your event safety requirements.

All applicants must contact Carey Weinheimer weinheimerc@bouldercolorado.gov or his designee at 303-441-3337, at least 45 days in advance of the event and prior to application submittal. Additional fees for fees for officers, cars, equipment may be required per Boulder Police Department. All law enforcement fees are paid direct to police department and will be due prior to event.

The applicant must provide to the Reservoir Manager written confirmation from the appropriate law enforcement agency that sufficient staffing has been contracted.

Use of Volunteers

As part of the event security plan, the park manager may allow the use volunteers in specific predetermined locations and capacities. Should the volunteer services fail to be provided, and/or prove inadequate; the park manager maintains the right to shut down any or all components of the event and/ or to provide additional services that will be billed directly to the event.

Often, both marshals and certified flaggers are needed to organize and stage a safe event that uses a route. While the duties of marshals and certified flaggers are distinct, they do share a number of responsibilities including:

- Knowing the time and direction to expect participants moving through their intersection.
- Knowing the entire event route, starting times, and estimated ending times, in order to be prepared and to answer motorists' questions.
- Being easily identifiable through a means such as a vest or cap.
- Wearing an American National Standards Institute (ANSI) approved vest at all times when on a public right-of-way.

Use of Course Marshals

Marshals are responsible for:

- Controlling spectators.
- Informing participants of road conditions.
- Communicating event information to participants, spectators and motorists.
- Communicating emergency information to the Incident Command Post
- Event organizers are responsible for proper training of marshals. Marshals must be eighteen (18) years of age or older.

Certified Flaggers

Certified flaggers are responsible for:

- Stopping, holding and starting motor vehicle traffic during an event.
- Maintaining appropriate certification for flagging.
- Making sure proof of certification is available the organizer and law enforcement during the event.

Pre Event Briefing

To enable security personnel to perform effectively, staff must be briefed prior to the event. The pre-event briefing should cover:

- Details of the event site and/or route, including medical aid locations and potential hazards
- Clear direction on what is unacceptable behavior for all attendees
- Basic information about the event
- Details of emergency response plan
- Details of the communications plan

APPENDIX K

SIGNAGE PLAN DETAILS AND REQUIREMENTS

Barricades

A barricade is a portable or fixed device having one or two rails with appropriate markings and is used to control road users by closing, restricting, or delineating all or a portion of the right-of-way. If barricades are required as part of your road closure and/or traffic plan, they will be included in the approved signing plan. After dark, any barricades used at the event must be retro-reflective and have flashing amber caution lights securely attached to them.

Safety Equipment

Based on the location, components and configuration of your event, you may be required to provide safety equipment such as barricades, traffic cones, directional signage, fencing, lighting, etc. All equipment must be free standing, unless otherwise authorized. It is prohibited to affix temporary signage and equipment to trees, light poles, traffic signs, etc. You are responsible for obtaining and properly placing this equipment prior to the beginning of your event in compliance with local and state laws. The city does not provide required safety equipment.

Safety equipment must be positioned at the specific location(s) and time(s) indicated on the special event permit or signing plan approved by reservoir manager. Equipment must be properly placed at the required dates and times and must be removed as soon as it is safe to do so. All signage and barricades used after dark must be retro-reflective.

The following information provides details regarding some of the most commonly used safety equipment along with requirements for fencing:

Signage and Markings

- May only be displayed while the permitted event is taking place.
- Must be secured in a safe manner - weighted down with sandbags or tied down. The Event Organizer is financially responsible and legally liable for any damages related to the use of signs and banners including but not limited to damage done to electric, water and cable lines.
- All signs and locations of signs must be approved by the park manager or designee and included on the site plan layout.
- Marking on roadways, parking lots and trails with anything other than flags or tape is strictly prohibited. Any marking found on property will lead to $200 fine per marking.

Advance Signing

Advance notice signs are required to be placed seven (7) days prior to the event date to inform the public that the event will be held in the near future. The following guidelines for advance signing will be used:

Event signs must be placed at both park entrances with the following information:

- Type and Name of event
- Date of event
- Timeframe (i.e., from __ AM to __ PM)
- Contact information with Phone number and Website

Event Signing

Signing Plan Requirements should include details on the following:

- Identify all types of signing to be used during event
- Description of method of installation
- Number and location of all signs to be used for event

APPENDIX L

TRANSPORTATION PLAN REQUIREMENTS AND DETAILS

All vehicles must remain on designated roadways unless prior written permission for access granted by the park manager or designee. A $50 fee will be assessed for any vehicle on any area other then established roadways.

Depending on the size of the event and/or the location, the transportation plans will address some or all of the requirements listed below. All items listed below should be considered and, at a minimum, your transportation plan should include those items marked with an asterisk (*). Plan elements may be combined where appropriate.

Access and Parking

- Identify dedicated emergency response access route and means of delineation
- Identity employee/volunteer parking location(s)*
- Identify attendee parking location(s)*
- Identify disabled parking areas*
- Identify any temporary no-parking areas
- Identify any drop-off/pick-up areas
- Identify any shuttle bus routes, stop locations, and direction of travel

Pedestrian and Bicycle Access

- Identify recommended pedestrian access routes*
- Identify designated pedestrian crossings*
- Identify pedestrian access routes and crossings suitable for disabled attendees
- Identify recommended bicycle access routes*
- Identify designated bicycle crossings*

Traffic Flow

- Identify road closures*
- Identify alternate routes*
- Identify emergency access routes*

Traffic Control

- Identify road closures*
- Identify directional lane control*
- Identify event route*
- Identify parking restrictions
- Identify command post location*
- Integrate signing plan, when possible
- Identify location of permanent and variable message signs
- Identify location and number of traffic/safety equipment, i.e., cones and barricades
- Identify equipment staging areas

Event Access and Parking

Transportation plans should include all methods of access by event staff, participants, spectators and emergency services to event areas and how parking will occur. All plans must comply with accessibility laws and should include the use of car pools, public transportation and alternate modes of non-polluting transportation whenever possible. If the event has expected numbers greater than 300 the plan must include off site parking.

No vehicles are allowed on any grassy areas. There will be a $50 fee assessed to the event applicant for each time a vehicle is found on any grass in addition to any damages caused.

Following are guidelines that should be incorporated in your site access and parking plan:

- Accommodation for emergency response must be provided at all times. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, and emergency medical services. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.
- If the event plans to implement a shuttle to support parking needs, include the written approval of the property owner for use of the property in the transportation plan.
- Any drop-off/pick-up zones should be coordinated with the park manager.
- The event must include accessible parking and/or access in your event plans.

Pedestrian Access

The transportation plan should include a description of how attendees will move safely and efficiently within the immediate area of the event. All plans must comply with accessibility laws and should provide for the safe pedestrian movement from the parking area, or other travel mode terminus to the event location. Following are **guidelines** that should be incorporated in the pedestrian access plan:

- Avoid allowing pedestrian access routes and parking access points to intersect.
- Whenever possible, provide an uninterrupted pedestrian walkway.
- Use barricades to separate traffic and pedestrian flow.
- Staff pedestrian crossings, to ensure safety.
- Provide flags in areas where crosswalk signage will not be readily visible due to topography, crowding or other circumstance.